



# Memphis and Shelby County Office of Planning and Development

CITY HALL 125 NORTH MAIN STREET-SUITE 468 MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619

## APPLICATION FOR PLANNED DEVELOPMENT MAJOR MODIFICATION/CORRESPONDENCE APPROVAL

Date: \_\_\_\_\_

Previous Case #: \_\_\_\_\_

PLEASE TYPE OR PRINT

Name of Development: \_\_\_\_\_

Property Owner of Record: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner E-Mail Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Applicant E-Mail Address: \_\_\_\_\_

Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Representative E-Mail Address: \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Engineer/Surveyor E-Mail Address: \_\_\_\_\_

Correspondence item Street Address Location: \_\_\_\_\_

Distance to nearest intersecting street: \_\_\_\_\_

	Parcel 1	Parcel 2	Parcel 3
Area in Acres:	_____	_____	_____
Existing Zoning:	_____	_____	_____
Existing Use of Property	_____	_____	_____
Requested Use of Property	_____	_____	_____

### Type of Correspondence Item Requested:

\_\_\_ Major Modification(s) (See UDC Para. 9.6.11E(2) for a list of Major Modifications)

\_\_\_ Land Use Control Board Site Plan Approval

Description of and justification for request: For time extensions provide reasons necessitating extensions and estimated time frame for finalizing the development:

I (we) hereby make application for the Correspondence Case described above and on the accompanying materials. I (we) accept responsibility for any errors or omissions which may result in the postponement of the application being reviewed by the Memphis & Shelby County Land Use Control Board at the next available hearing date. I (We), owner(s) of the above described property hereby authorize the filing of this application and the above named persons to act on my behalf.

\_\_\_\_\_  
Property Owner of Record

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**SIGN POSTING** – A sign or signs shall be erected on-site no more than 30 days or less than 10 days prior to the date of the Land Use Control Board hearing. See Sub-Section 9.3.4C of the UDC for further details on sign posting.

**GUIDE FOR SUBMITTING  
MAJOR MODIFICATION APPLICATION  
(CORRESPONDENCE CASE)**

- A. **THE APPLICATION** - Four (4) collated sets of this application in accordance with the requirements of the Unified Development Code and as outlined below shall be submitted to OPD. The following information is required to be submitted for consideration as a complete application, and except for copies of the Outline and/or Site/Concept Plan, shall be provided on sheets of 8.5"x11" in size. The application with original signatures shall be completed either with legible print or typewritten. Each application set shall be compiled in the following order:
- 1) One (1) original Application, 8.5"x11" Outline and/or Site/Concept Plan, Legal Description, Vicinity Map, 2-3 sets of gummed-backed Mailing Labels, 2 sets of paper copied Mailing Labels, Letter of Intent, 20"x24" Outline and/or Site/Concept Plan, copy of Deed(s).
  - 2) Four (4) sets of copies in the following order: Application, 8.5"x11" Outline and/or Site/Concept Plan, Legal Description, and Vicinity Map, Letter of Intent, 20"x24" Outline and/or Site/Concept Plans, folded.
  - 3) A compact disc with all submittal documents in "PDF" and any proposed conditions in "WORD".
- (For additional information concerning these requirements contact Land Use Control Section at (901) 576-6619.)*
- B. **SITE PLAN/PLAT** - Four (4) copies of the site plan/plat showing each parcel as referenced to public street right-of-way. Site plan/plats shall include the following: (a) property boundary lines and dimensions, existing and proposed utilities and easements, roadways, rail lines and public rights-of-way crossing adjacent to the subject property; (b) the proposed height, dimensions and arrangements of buildings on the property; (c) the type and location of landscaping proposed; (d) the location of points of ingress to and egress from driveways, parking lots and loading areas on the site; (e) the location of roadway medians and any proposed modifications, and (f) any proposed substantial re-grading of the site and any significant topographical or physical features of the site including water courses. Site plans shall be drawn at a scale compatible with the scale of the project.
- C. **LIST OF NAMES AND ADDRESSES**
- 1) Two (2) complete lists of names and mailing addresses, including zip codes, of all adjacent property owners of the subject site, typewritten on 1"x 2<sup>5/8</sup>" self-adhesive mailing labels and 2 paper sets.
  - 2) Two (2) self-adhesive mailing labels (1"x 2<sup>5/8</sup>") each for the owner of record, applicant, representative and/or engineer/surveyor.
- D. **FILING FEES**     *(All Fees Are Subject To Change without Prior Notice)*
- 1) A fee of \$300.00 shall be submitted with application package. Make check payable to "M/SC Office of Planning and Development"
- E. **FILING DEADLINE**
- The application should be received on the established application deadline, unless waived by the Planning Director or the conditions of the Planned Development Outline-Final Plan, Planned Commercial (C-P) District General Plan, Special Use Permit, or Subdivision Plan establishes another deadline.

**\*ALL APPLICATIONS MUST BE SUBMITTED IN PERSON AND THE  
SUBMITTER MUST RECEIVE A RECEIPT OF ACCEPTANCE FROM STAFF**